



City of Middletown

BUILDING DIVISION

245 DeKoven Drive, Middletown, CT 06457

TEL: (860) 638-4870 FAX: (860) 638-1970

Demolition Permit Procedure Checklist

Please submit this checklist and permit application with **all required documents to the Building Department. Demo fees can be paid by check only after all paperwork is reviewed by the department**

- ☐ 1. Certificate of Insurance (specifying demolition purpose)
- ☐ 2. Public utilities Certificate of Notice stating utilities have been severed & letters from the utilities companies stating that the utilities have been severed.
 - a) ☐ Electric Service
 - b) ☐ Gas Service
 - c) ☐ Water & Sewer
 - d) ☐ Cable
 - e) ☐ Phone
- ☐ 3. The demolition contractor is required to hold a current and valid certificate of registration (29-402). There are no exceptions to this requirement.
- ☐ 4. A certified letter must be sent to the Greater Middletown Preservation Trust ATTN: Mr. James Starbaugh, 47 East Main Street, Portland, CT 06480 or fax to 860-342-4149
- ☐ 5. Notify Planning and Zoning in writing prior to the start of demolition.
- ☐ 6. If the Building is fifty years or older, a legal notice shall be placed in the local newspaper by the applicant. The legal notice shall state the following:
 - a) ☐ An application for a demolition permit is being applied for;
 - b) ☐ The date of the filing;
 - c) ☐ The location of the property;
 - d) ☐ The name of the owner of the property
 - e) ☐ Unless written objection is filed to the issuance of the demolition permit setting for the reasons for the objection with the Building Official within ten (10) days of the publication of the notice, the permit may be issues after the expiration of said (10) days.

- _____ 7. Notify adjoining property owners by registered/certified mail before starting demolition and submit copies of the receipts to this office.
- _____ 8. The demolition permit shall be signed by the owner of the property or the owner's designated agent (enclosed affidavit must be completed).
- _____ 9. Notify the Middletown Health Department in writing prior to the start of demolition. Approval cannot be granted until all Health Department requirements are met.
- a) _____ An environmental assessment of the property must be conducted to determine the presence and extent of contaminants i.e. asbestos, lead and petroleum products. The assessment and plan of abatement/disposal must be submitted and approved by the Health Department.
 - b) _____ The location of existing wells and septic systems must be shown on a plot plan and submitted to the health official.
 - c) _____ A licensed pest control operation must treat for vermin infestations such as rodents. Documentation must be submitted to the health official.
 - d) _____ Measures must be in place to lessen the effects of dust during demolition.
 - e) _____ Copies of lead and asbestos manifest must be forwarded to the Health Department once proper disposal is completed.

- _____ 10. Letter of intent to demolish must be mailed or e-mailed to the CT Trust for Historic Preservation (a copy must be submitted with packet):

Jordan Sorensen
Connecticut Trust for Historic Preservation
940 Whitney Avenue
Hamden, CT 06517

****Any Questions please contact the office at 860-638-4870****



DEMO PERMIT APPLICATION

Middletown Building Department
TEL: (860) 638-4870 FAX: (860) 638-1970

Proposed Job Location: _____

Description of Work:

Estimated Cost of Work (materials & labor): _____ Permit Fee (office use only): _____

#of Dwelling Units: _____ Type of Property: Residential ____ Commercial ____

Applicant Information:

Name/Business: _____

Address: _____ City/State/Zip _____

Phone: _____ Email (how approved permit is sent): _____

Contractor's License # (if applicable): _____

Property Owner Information:

Name: _____

Mailing Address: _____ City/State/Zip _____

Affidavit and Agreement (check one)

I hereby certify that ☐ **I am the owner** of the property, OR ☐ **I am the authorized agent** of the property owner, which is the subject of this application. I agree to call in advance for each trade inspection and not to conceal any work before inspection; I understand this is an application for a permit and in no way an authorization to start work, unless authorized by the Building Official under certain circumstances. I understand that when a permit is issued, it is to begin the approved work and grants no right to violate any code, ordinance or statute.

I HAVE READ AND AGREE TO ALL THE ABOVE

Applicant Name: _____ Signature: _____



City of Middletown

JOSEPH A. HAVLICEK, M.D.
Director of Health

DEPARTMENT OF HEALTH
245 deKoven Drive
Middletown, CT 06457
TEL: (860) 638-4960 FAX: (860) 638-1960
TDDL TEL: (860) 344-3521

DEMOLITION

Address: _____ Owner: _____
_____ Residential _____ Commercial _____ Other
Demolition Contractor: _____ Phone: _____
Contractor License Number: _____

Environmental Assessment:

_____ State of Connecticut: (Check off as applicable)
_____ Abatement Notification Form
_____ Demolition Notification Form
_____ Alternative Work Practice Approval Letter

_____ Asbestos Assessment Report
_____ Asbestos Plan of Abatement
_____ Asbestos Disposal Manifest

_____ Lead Based Paint Assessment Report
_____ Lead Based Paint Plan of Abatement
_____ Lead Based Paint Manifest
_____ TCLP Clearance

_____ Petroleum Products...Underground Oil Tanks...Removed

_____ Letter Of Site Visit And Treatment From Licensed Pest Control Operator

_____ Well Abandonment _____ Septic Abandonment

Dust control method to be used: _____

Approval

Date: ____/____/____

Health Department Staff Signature and Title

(b) In addition to the powers granted pursuant to this part, any town, city or borough may impose, by ordinance, a waiting period of not more than one hundred eighty days before granting any permit for the demolition of any building or structure or any part thereof, except when the demolition permit is required for the removal of a structure acquired by the Department of Transportation for a transportation project.

(February, 1965, P.A. 551, S. 7, 8; P.A. 73-595, S. 2; P.A. 77-177, S. 2; P.A. 78-288, S. 2; P.A. 82-451, S. 5, 9; P.A. 83-187, S. 1; P.A. 87-263, S. 4; P.A. 95-8; P.A. 07-26, S. 1; P.A. 09-35, S. 8; P.A. 11-256, S. 9.)

History: P.A. 73-595 made provisions applicable to cities and boroughs in addition to towns; P.A. 77-177 added exception in Subdiv. (3) for persons engaged in disassembly, transportation and reassembly of historic buildings for historical purposes; P.A. 78-288 extended exception in Subdiv. (3) to include persons engaged in farm building demolition or in renovation, alteration or reconstruction of single-family residences; P.A. 82-451 changed "license" to "certificate of registration"; Sec. 19-403g transferred to Sec. 29-406 in 1983; P.A. 83-187 added Subsec. (b) allowing municipalities to impose a waiting period of not more than 90 days; P.A. 87-263 amended Subsec. (a), substituting "building official" for "administrative officer"; required in Subdiv. (2), written evidence in the form of a certificate of notice executed by public utilities, and added an exemption in Subpara. (B) for owners engaged in the demolition of single-family residences or outbuildings; P.A. 95-8 amended Subsec. (a)(3)(A) to delete reference to "demolition" of single-family residences; P.A. 07-26 made a technical change in Subsec. (a) and amended Subsec. (b) to increase maximum waiting period from 90 to 180 days; P.A. 09-35 amended Subsec. (a)(3) to replace "certificate of registration" with "license"; P.A. 11-256 amended Subsec. (a) to replace "written evidence" with "written notice", amended Subsec. (b) to exempt transportation project permits from waiting period, and made technical changes, effective July 13, 2011.

Cited. 18 CA 40.

(Return to Chapter (Return to (Return to
Table of Contents) List of Chapters) List of Titles)

Sec. 29-407. (Formerly Sec. 19-403h). Notice to adjoining property owners. No person shall commence any demolition operation unless he first notifies each adjoining property owner by registered or certified mail at such owner's last address according to the records of the assessor of the city, town or borough in which such demolition operation is planned.

(February, 1965, P.A. 551, S. 9; P.A. 73-595, S. 3.)

History: P.A. 73-595 replaced "town assessor" with "assessor of the city, town or borough in which such demolition is planned"; Sec. 19-403h transferred to Sec. 29-407 in 1983.

Cited. 18 CA 40.

(Return to Chapter (Return to (Return to
Table of Contents) List of Chapters) List of Titles)

Sec. 29-408. (Formerly Sec. 19-403i). Safety measures to be provided. Fence. (a) No person shall remove or demolish any building or structure or part thereof without providing adequate safety measures for all workmen and suitable protections for the public.

(b) No person shall demolish any building or structure, without causing to be erected and maintained, for the duration of the demolition operations, a fence or barricade meeting the requirements of this section. Each such fence or barricade shall be adequate for safety; shall be not less than eight feet high; shall extend along the street line for the entire length of the building or structure facing on the street, with each end returning back to the building line, and shall be solid for its entire length, except for such openings, provided with sliding doors swinging inward, as may be necessary for the proper prosecution of the work. The building official may waive the requirements of this subsection, or may make such further requirements as he deems necessary for the protection of the public, the adjoining properties or any person or persons of such owners and its use.

(February, 1965, P.A. 551, S. 10, 11; P.A. 87-263, S. 5.)

History: Sec. 19-403i transferred to Sec. 29-408 in 1983; P.A. 87-263 amended Subsec. (b), substituting "building official" for "administrative officer".

Cited. 243 C. 66.

Cited. 18 CA 40.

[\(Return to Chapter \(Return to Table of Contents\) List of Chapters\) List of Titles\)](#)

Sec. 29-409. (Formerly Sec. 19-403j). Sidewalk shed requirements. No person shall demolish any building or structure or part thereof, when such building, structure or part is within six feet of a street line, or is twelve feet or more in height, or is within six feet of an area which the owner or lessee provides and invites the public to use as it would a public way, or when the distance between such street line or area and such building, structure or part is more than six feet but less than one-half the total height of the object to be demolished, without causing to be erected and maintained a sidewalk shed meeting the requirements of this section. Such shed shall: (1) Extend for the full length of the building on all street fronts; (2) exist for the duration of the demolition operations; (3) be not less than four feet wide and six feet eight inches high in the clear; (4) be watertight, and (5) be adequately lighted for pedestrian traffic. When the roof of any such shed is used for the storage of material or for the performance of work of any kind, adequate railings, not less than three feet high, and solid toe boards, not less than six inches high, shall be affixed along the open sides and ends of such roofs. The roofs of such sheds shall be of sufficient strength and stability safely to sustain the weight of materials that may be placed thereon and the shocks incidental to the handling, preparation for use, trucking or delivery of materials. The requirements of this section, as they relate to street lines, shall not apply in any case in which all such streets are officially closed to pedestrian and vehicular traffic. The building official may waive any of the requirements of this section, if the object to be demolished is more than forty feet from any street line or area used as a public way and its demolition is accomplished by the removal of one story at a time.

(February, 1965, P.A. 551, S. 12; P.A. 87-263, S. 6.)

History: Sec. 19-403j transferred to Sec. 29-409 in 1983; P.A. 87-263 substituted "building official" for "administrative officer".

Cited. 18 CA 40.

[\(Return to Chapter \(Return to Table of Contents\) List of Chapters\) List of Titles\)](#)



The Greater Middletown Preservation Trust

Serving the Towns of Northern Middlesex County

Dean Lisitano
Chief Building Official
245 DeKoven Drive
Middletown, CT 06457

Mr. Lisitano,

On behalf of the Greater Middletown Preservation Trust, I request to be notified whenever a demolition permit is sought for any structure fifty years old, or older.

It would be helpful to preserve cultural assets within the community if this notification was early in the application process. In the past, the Trust has helped guide some owners to more economically advantageous solutions than demolition.

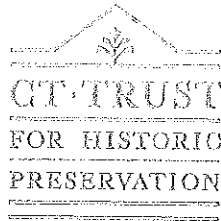
Preservation is founded on economic viability and thoughtful development.

Please send notification to:

James Sarbaugh
47 East Main St.
Portland, CT 06480
860-342-4149 (phone, no fax)
sarbaugh@att.net (email)

Thank you,

James Sarbaugh, president



January 1, 2017

Dean Lisitano
Town of Middletown- Building Department
245 deKoven Drive
Middletown, CT 06457

Dear Mr. Lisitano,

We are writing to formally request to be added to the list of interested parties to be sent notifications of intent to demolish, as outlined in your town's demolition delay ordinance, for the calendar year of 2017. All notifications should be mailed to:

Daniel Mackay
Connecticut Trust for Historic Preservation
940 Whitney Avenue
Hamden, CT 06517

Thank you for your cooperation. We look forward to working with you and your community to preserve Connecticut's historic resources.

Sincerely,

Daniel Mackay
Executive Director